OFFICE OF TRAFFIC SAFETY

Grant Concept Guidelines

Where Do I Start?

1) Review the complete package and instructions.

2) Review the OTS website at www.ots.ca.gov.
   a) Sample Concept Papers
   b) Blueprint
   c) OTS *Grant Program Manual, Volume 2*, Chapter 1

3) Research internal data and identify your traffic safety problem.
   a) Collision reports – identify primary collision factors
   b) Arrest records
   c) Population data

4) Develop a proposed solution.
   a) Involve affected departments within the agency
      i) Include the unit that will implement the project
      ii) Obtain cost information from the financial department
   b) Contact prospective partners and obtain letters of support from them for your project

5) Complete the attached concept checklist and submit your concept paper to OTS postmarked no later than **January 31, 2003.**

NOTE: OTS cannot accept Concept Papers that are faxed or e-mailed.